

Marc Manley: Instructional Technology and Digital Media Specialist
manleyp@design.upenn.edu
T: 805+450+0275

Instructional Technologies Experience

School of Design – Univ. Penn
Instructional Technology

Provide educational support to faculty and staff in staying trained and current with technology changes. Duties include training in Web design, digital photographic imaging and large-format plotting. Also provide technology training for faculty to better allow them to use technology to communicate and disseminate knowledge for their courses.

June 2007 – Present

Moore College
Adjunct Professor

Teach courses in digital media specializing in web design and electronic publishing. Courses are both credit courses as well as digital media certificate courses. Fundamentals in web publishing, authoring are taught. Dreamweaver, Photoshop, XHTML, CSS, XML, and RSS.

August 2007 - Present

Morgan, Lewis & Bockius
Technician Liaison

In-house trainer for partners and attorneys in the application and use of technology. Keep legal staff updated on how to use changes in technology to better suit their legal needs. Also provide remote support for attorneys and help resolve remote

technical issues. Duties include: troubleshooting, hardware support [Blackberries, laptops, desktops, printers, scanners], networking [WAN, LAN, wireless, VPN] as well as instructional technology training to legal staff. Additional duties include assisting marketing/graphics department with image manipulation as well as document preparation [fixing styles, restoring corrupt documents]. Applications used: Microsoft, Adobe & Macromedia, and other specialized legal applications.

August 2006 – June 2007

Edgewood College
Instructional Technology

Responsible for in-class and in person support and training to the educational staff and faculty. Duties included conducting workshops for faculty, staff and students in the use and training of technology, with special emphasis on art classes. Mac and PC platforms supported.

September 2002 - July 2004

Crescent Academy
Arabic Language Instructor
Taught intro and intermediate courses in Arabic language to seniors at respected private high school in the Metro Detroit area.
August 1999 - June 2001

Web Design Experience

I have worked as a freelance as well as in-house designer, building Web sites for a variety of needs from small businesses, artists and government and academic institutions. Skills include XHTML, HTML, CSS, RSS, XML, and Flash as well as advanced Photoshop editing skills. Duties have also included training client/staff on implementation of new Web technologies and training.

University of Pennsylvania

College of General Studies

Worked in collaborative effort with marketing team to promote academic programs at University of Pennsylvania. Duties included day-to-day maintenance as well as updating site to match ongoing marketing and advertising agendas for the College of General Studies. January – June 2006

Wisconsin Technical College System

Design Intern

Redesigned beta site for WTCS - umbrella group for 47 technical colleges in Wisconsin. Created new layout and design. Instructed staff on how to maintain and update info. Spring 2005

Duke University

Multicultural Resource Center

Created departmental site for resource center (part of the school of medicine). Staff instruction on how to take over site control also implemented. Spring 2006

Medgar Evers University

NAACW

National African-American Clergywomen Foundation, part of the City University of New York. Site was built for grant-funded program which supports African American clergy and lay women projects in Brooklyn and nationally. Spring 2006

SMADC

Site designed for South Madison Anti-Drug Coalition, a non-profit neighborhood agency which combats drug use. Site design as well as print logo and branding were created for client. Continue on-going relationship and maintain this site. Spring 2004

Pete Olsen Photography

Portfolio site for photographer. Custom color scheme and graphic design. Spring 2005

Additional Skills

Fluent in Spanish and Arabic. Basic fluency in Japanese. Additionally, I have video and radio production skills and work as a freelance photographer.